



MEMORANDUM

TO: Superintendents, Charter Holders, Principals, and SAIS Coordinators

FROM: Dr. Robert J. Franciosi
Deputy Associate Superintendent

DATE: March 18, 2009

SUBJECT: **Data Correction and Statistical Appeals for the Graduation Rate of the Class of 2008.**
(REF: RE09002-E)

This memo is to inform you about the process for correcting your graduation rate data for the class of 2008. The four-year school graduation rate of the class of 2008 will be used in the 2009 school AYP evaluations. The four-year LEA graduation rate of the class of 2008 will be used in the 2009 LEA AYP evaluations. The five-year school graduation rate of the class of 2008 will be used in the 2009 AZ LEARNS determinations.

The graduation rate will be used for any high school that had students of the 2008 cohort enrolled at their school in grades 9-12 at any time.

This data correction process is the statistical appeal for the graduation rate for both AYP and AZ LEARNS. No statistical appeals will be accepted after the close of this process.

The Data Correction Process

The ADE has a new application available via the Common Logon that will make available graduation rates for schools and LEAs for the classes of 2006 through 2008. The application will also display the SAIS IDs and information on the students included in the graduation rates for your school, district or charter holder. On the AZ LEARNS/Adequate Yearly Progress (NCLB) page of the Common Logon, click on the link named [Graduation Rate Cohort Report](#).

To correct your graduation rate, follow the instructions on the Data Correction Request Form for 2009 Graduation Rate, located on the Common Logon. (The link is called [2009 Data Correction Request Form for AYP, AZ LEARNS and AMAOs](#)) A window for uploading correct information will be open for ten days after you are notified of approval of your request. Corrected student information—withdrawal codes, end of year codes, etc.—should be submitted via SAIS. Statistical appeals will not be granted if the underlying data is not corrected.

For help in correcting your data in SAIS, please contact the STaR Team through their web page at <http://www.azed.gov/schoolfinance/star/TrainingAndAssistRequest/RequestForm.aspx>.

Important Dates

Deadline for submitting SAIS data correction request to Research and Evaluation. May 13, 2009

Deadline for uploading corrected SAIS data. May 29, 2009 NOTE: new date.

Close of Statistical Appeals for 2008 Graduation Rate. May 29, 2009 NOTE: new date.

New Federal Guidance Regarding the Graduation Rate

A copy of the non-regulatory guidance from the U.S. Department of Education has been posted on the Arizona Department of Education (ADE) web site at:

http://www.azed.gov/researchpolicy/grad/grad_rate_guidance.pdf

Below are important points you should be aware of regarding this guidance.

- Cohort membership will still be determined by ADE based on student information submitted into SAIS. Please refer to the Graduation Rate Codes Description Manual at http://azed.gov/researchpolicy/grad/Grad_Rate_Codes_2008.pdf for how the cohort year is determined.
- In order to comply with the new guidance, students who withdraw due to illness or (exit codes W2 and S2) or detention (exit codes W10 and S10) will not be considered as having exited the cohort for the purpose of calculating the graduation rate.
- If you are able to obtain sufficient evidence as described in the guidance that a student has emigrated to another country, you may exit that student with a code of W1 or S1. It is not necessary to obtain evidence that the student has enrolled in a school in the other country to use this code.
- Please review the guidance regarding required evidence for students leaving due to transfer to another school, emigration, home-schooling, and death (pp. 10-13, items A-23 through A-32). In many cases, the documentation required is greater than previously required under ADE guidance. It is the responsibility of the school and LEA to ensure that the federal guidelines regarding evidence are met.

Calculating the Graduation Rate

The graduation rate is a measure of the percent of a cohort class who have graduated within four years. For example, students are considered a potential member of the cohort of 2008 if:

1. The student enrolled as a 9th grader or US for the first time in the 2004-2005 school year.
2. The student enrolled as a 10th grader or US in the 2005-2006 school year, and had not previously enrolled in a high school grade (9-12, US).
3. The student enrolled as an 11th grader or US in the 2006-2007 school year, and had not previously enrolled in a high school grade (9-12, US).
4. The student enrolled as a 12th grader or US in the 2007-2008 school year, and had not previously enrolled in a high school grade (9-12, US).

For the calculation of the four-year graduation rate students in the cohort fall into three categories:

- A. Students who have graduated.** These are students in a cohort who have graduated on or before their cohort year. They have exit/year end codes of W7, G, or S7.
- B. Students who remain in the cohort but have not graduated.** These are students in the cohort who have remained in your school but have not graduated, or who have dropped out from your school. They have exit/year end codes of W2, W3, W4, W5, W10, W11, W12, W13, S2, S3, S4, S5, S10, S11, S12, S13, C, A, SA, SC, or SE.
Note: Students with year end codes P or R are considered dropouts if there is no subsequent enrollment or appropriate summer withdrawal.
- C. Students who have exited the cohort.** These are students who were in the cohort but who have exited. They have exit/year end codes of W1, W6, W8, W9, S1, S99, S6, S8, and S9.

The graduation rate = students in category A / (students in category A + students in category B)

Because the graduation rate is a cohort measure, schools should especially be aware that:

1. A school is responsible for students in Category B above even if the students were not enrolled in that school in the current school year.
2. A student may be a member of a cohort because of an enrollment in ninth grade in another school regardless of when the student was considered a 9th grader in her current school.

If you have any questions regarding this information, please contact Research and Evaluation at 602-542-5151 or email gradrate4@azed.gov.